MEMORIAL LIBRARY

GIFT-IN-KIND CONTRIBUTION FORM
(TO BE COMPLETED BY DONOR)

Thank you! Your gift makes a difference.

Please note that gifts are received with the understanding that they become the property of Memorial Library. We reserve the right to determine retention, location, cataloging and other considerations relating to the gift’s use or disposition. We may donate, sell or otherwise discard materials which are not appropriate to the collections or which duplicate existing materials.

DONOR INFORMATION

NAME: ________________________________
ADDRESS: __________________________________________
CITY: ___________________ STATE: _______ ZIP ____________
PHONE: ___________________ EMAIL: ___________________
____ ALUMNUS/STUDENT       ____ FACULTY/STAFF       OTHER: ______________
___ A WRITTEN ACKNOWLEDGEMENT LETTER IS NOT NEEDED

GIFT INFORMATION

BRIEF DESCRIPTION OF MATERIALS (e.g. 50 BIOLOGY BOOKS, 3 BOXES OF ART BOOKS) USE BACK OR ATTACH LIST OF TITLES IF AVAILABLE:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

You may make a good faith estimate for gifts-in-kind valued under $5,000. If an in-kind gift has a value of more than $5,000 or if you have given $5,000 worth of the same kind of property to one or more charities in the same tax year, an appraisal is required to establish the value for tax purposes. A copy of the appraisal and statement of the appraiser’s qualifications and IRS Form 8382 must accompany this form. Gifts valued at $5,000 or more and in-kind-gifts which include unique archival materials or for which copyright conveyance may be involved also require the donor to complete a Deed of Gift.

CURRENT MARKET VALUE ESTIMATE: $___________ DONOR SIGNATURE: __________________________________________

Staff use only

Received by ___________________________ date __________________

Acknowledgement by ___________________________ date __________________

Deed of Gift needed? ☐ yes ☐ no